

# MIOSHA

Michigan Occupational Safety and Health Administration (MIOSHA)  
Department of Labor and Economic Opportunity (LEO)

## AGENCY INSTRUCTION

DOCUMENT IDENTIFIER:

MIOSHA-ADM-03-3R5

DATE:

July 26, 2021

**SUBJECT: Alliance Policies and Procedures**

- I. Purpose. The purpose of this instruction is to establish MIOSHA policies and provide clarification to ensure uniform consideration and establishment of formal alliances between MIOSHA and a variety of organizations.
- II. Scope. This instruction applies program wide.
- III. References. Occupational Safety and Health Administration (OSHA) Instruction CSP 04-01-003, March 4, 2020, [OSHA Alliance Program](#).
- IV. Distribution. MIOSHA staff; Federal OSHA; S-drive Accessible; MIOSHA Messenger; and Internet Accessible.
- V. Cancellations. All previous versions of this agency instruction.
- VI. Next Review Date. This instruction will be reviewed in 3 years from date of issuance.
- VII. History. History of previous versions include:  
MIOSHA-ADM-03-3R4, February 13, 2018  
MIOSHA-ADM-03-3R3, February 28, 2014  
MIOSHA-ADM-03-3R2, March 26, 2010  
MIOSHA-ADM-03-3R1, July 15, 2005  
MIOSHA-ADM-03-3, December 22, 2003
- VIII. Contact. [Nella Davis-Ray](#), Director, Consultation Education and Training (CET) Division; [Lawrence Hidalgo](#), Director, Construction Safety and Health Division; or [Adrian Rocskay](#), Director, General Industry Safety and Health Division.
- IX. Originator. Barton G. Pickelman, Director
- X. Background. In 2002, Federal OSHA established the alliance program to develop voluntary, collaborative, working relationships with organizations that are committed to workplace safety and health. States operating their own programs for occupational safety and health, were encouraged to adopt a similar program. On December 22, 2003, MIOSHA created Agency Instruction MIOSHA-ADM-03-3 Establishment of MIOSHA Alliances. This instruction provides MIOSHA policy and procedures for the development and approval of individual alliances and for the operation and management of overall alliance activity.

In 2020, Federal OSHA revisited their alliance program participation criteria. The revised criteria further enabled OSHA to meet the Department of Labor's strategic goals by ensuring workers have a voice in alliance efforts, reaching constituencies most in need of OSHA's assistance, and working to increase workers' knowledge of their rights under the Occupational Safety and Health Act.

XI. Significant Changes.

- A. Added information regarding for-profit entities and potential conflicts of interest. See XV. Evaluating Requests for an Alliance.
- B. Establishes a set of fundamental requirements that all alliance participants agree to follow as a condition of their participation in the program. These requirements include providing reasonable time and resources to alliance activities, disseminating information on MIOSHA initiatives and resources to their stakeholders, and providing MIOSHA with information on their alliance related activities.
- C. Added a definition for alliance products.
- D. Added alliance participant's requirements. See XVII. Implementing an Alliance.
- E. Added letter to alliance in order to determine whether they would like to renew the alliance agreement or plan to let it expire. See Appendix E.
- F. Added control/tracking document to establish steps and timelines for approving an alliance agreement. See Appendix G.

XII. Definitions.

- A. Alliances. Alliances are formalized, voluntary, cooperative relationships between MIOSHA and companies, labor organizations, trade and professional associations, universities, community colleges, local or state agencies, or other stakeholders. Alliances may address enhancing the national or state dialogue on worksite safety and health issues, training and education on specific topics, and outreach or promoting communication. Alliances provide opportunities to exchange ideas, convey concerns, raise issues, educate and advocate efforts to eliminate serious hazards, all aimed at achieving higher levels of worker safety and health and increasing MIOSHA's participation in the statewide and nationwide dialogue on safety and health.
- B. Alliance Annual Report. A written report prepared by the alliance liaison and coordinator for the purpose of documenting and evaluating each alliance's activities. The report is posted on MIOSHA's website. Information in the reports must include brief, general, descriptive information concerning the alliance, its goals and specific objectives; the dates signed/renewed; names of the Implementation Team members and other contributors; a list of the events, activities, products and other outcomes of the alliance in the reporting year; and measures of its reach and impact.
- C. Alliance Liaisons. Staff that is given responsibility to review alliance agreements, aid alliance partners in establishing goals and objectives, developing action plans, and working with the partner on an annual report.
- D. Alliance Coordinator. The alliance coordinator is the designated MIOSHA staff person responsible for receiving all incoming alliance documents. The coordinator facilitates the review process, communicates routinely with liaisons, and maintains documentation and master files for alliance agreement.

- E. Alliance Products. Products developed by the alliance participant through the alliance. These products can be offered and/or presented virtually, including best practice fact sheets, hazard alerts, case studies, videos, and training courses.
- F. Diary Sheet. The alliance liaison will use the diary sheet to record any communication or activities conducted with and by the alliance member. The diary will be submitted to the alliance coordinator quarterly for review. Any noteworthy alliance activities will be placed on the alliance member's web page. The diary sheets will be maintained by the alliance coordinator.
- G. Implementation Team. The group of representatives from MIOSHA and the alliance partner(s) who will plan and implement the actions to be undertaken by the alliance or see that they are achieved.

XIII. Eligibility. The alliance program is open to:

- A. Trade and professional associations.
- B. Labor organizations.
- C. Educational institutions.
- D. Government agencies.
- E. Businesses/employers/employees.

Some alliances will be a first-time cooperative agreement with an organization. In other instances, the alliance will build on existing relationships with MIOSHA or OSHA that have developed through other cooperative efforts.

XIV. Requesting an Alliance. Discussions about entering into an alliance may be initiated by an association, labor organization, educational institution, government agency, business, or MIOSHA. The alliance coordinator will have informational meetings or phone conversations with the alliance candidate to explain the program and the process, including the requirement for safety and health events and/or products, before a proposed alliance agreement is submitted. Proposed alliance agreements must be submitted to MIOSHA in writing. The proposed agreement must follow MIOSHA's Template for Drafting a MIOSHA Alliance (see [Appendix A](#)). The proposed agreement must include all of the following information:

- A. Organization Name(s).
- B. Opening Paragraph Overall Goals.
  - 1. Raising awareness: Outreach and Communication
  - 2. Training and Education
  - 3. Model Objectives for Specific Goals
- C. Signatories' Name.

XV. Evaluating Requests for an Alliance. MIOSHA will evaluate all requests to form alliances, considering available agency resources, current program priorities, and similarity to existing alliances.

- A. Priority for alliances will be given to organizations that can positively impact MIOSHA's strategic plan, address emerging issues, or provide outreach in areas MIOSHA does not have in-house expertise or programs available.
- B. Alliances with a specific employer may be appropriate when the company has an exceptional program or tools that could be shared with others. MIOSHA may enter into alliances with for-profit entities if the alliance significantly amplifies MIOSHA's outreach in areas MIOSHA does not have in-house expertise or programs available.
  - 1. By entering into an alliance, MIOSHA is not endorsing partner's products or services. Alliance partners must not use the alliance or relationship with MIOSHA to imply the agency's endorsement of their policies, products, or services.
  - 2. MIOSHA will not enter an alliance with the purpose of promoting a partner's products or services. Alliance partners must not use the alliance or relationship with MIOSHA to promote their policies, products, or services.
  - 3. Goals must be developed in a manner that avoids any possible appearance of preferential access given to the alliance partner.
  - 4. Goals may not include commitment to participate in or influence the standards-development process or any other statutory function of MIOSHA. Alliance partners will not receive any preferential treatment related to the standards development process or any other statutory function of MIOSHA.
- C. Alliances are not designed to be implemented with vendors or private consultants.
- D. Input from the appropriate enforcement division and the consultation division will be obtained prior to determining whether the proposed alliance promotes current MIOSHA goals, addresses an emerging issue, or an unmet need.
- E. Proposed alliances will not be considered if the purpose is to generate revenue for the organization. MIOSHA will not enter into alliances with for-profit entities if those entities would financially benefit from the alliance, or if there is a perception that the for-profit entity is using the alliance primarily to gain clients or obtain a business advantage.
- F. Proposed alliance agreement shall not include an enforcement component, such as focused inspections or inspection deferral.
- G. Request to participate in a MIOSHA alliance will be evaluated and considered based on resources available and positive impact potential for reducing injuries and illnesses. The evaluation process may include revisions to the proposed written agreement that are acceptable to all parties.
- H. If MIOSHA determines after the evaluation that the alliance request is denied because of lack of available agency resources, current program priorities, or similarity to an existing alliance, the alliance coordinator will send the alliance

requester a letter (see [Appendix B](#)) indicating that their proposed alliance agreement was denied.

- I. If MIOSHA determines, after evaluation, that the proposed alliance agreement is accepted, the alliance coordinator will initiate the entity check procedures in accordance with agency policy. The accepted alliance will not be signed until all entity check issues have been resolved.
- XVI. Establishing an Alliance. MIOSHA and the participating organization will sign the finalized written agreement outlining the specific goals and objectives, which will be pursued through the alliance. Signing ceremonies are optional. The signatories may choose to simply exchange signatures by mail. MIOSHA officially recognizes alliances through press releases, postings on the MIOSHA web page, and coverage in the agency's print and electronic publications.

In addition, MIOSHA makes available to each signatory an alliance program logo to recognize its relationship with MIOSHA. Alliance program participants are authorized to appropriately use the MIOSHA alliance logo on documents or web pages relating to the alliance for as long as the alliance remains in effect. The logo may not be used for fundraising or lobbying efforts or to imply that MIOSHA endorses a particular entity or its actions or products.

- A. A group or employer establishing an alliance must define, implement, and meet a set of short and long-term goals that fall into one or more of three categories:
  1. Raising awareness of MIOSHA's rulemaking and enforcement initiatives.
  2. Outreach and Communication.
  3. Training and Education.
- B. An alliance may include the following objectives:
  1. Provide or develop information and guidance that will help train, educate, or reduce injuries and illnesses. This may include developing products (e.g., fact sheets, videos, toolbox talks) by alliance participants as part of the alliance.
  2. Increase access to safety and health information and training resources.
  3. MIOSHA to utilize partner's mailing lists to promote and disseminate event and product information.
  4. Jointly develop issue-specific training materials and/or safe work practices.
  5. Disseminate safety and health information at conferences, events, or through electronic means. For example, requesting MIOSHA exhibits at events sponsored by the alliance participant. An alliance participant may send MIOSHA information, alliance products, or other safety and health information to its stakeholders. This includes information sent by email or social media (Facebook, Twitter), and information included in newsletters and other publications.

6. Promote programs, safety and health planning, and MIOSHA Training Institute courses.
  7. Conduct training, provide exhibits, attend meetings, seminars, conferences, or other events.
  8. Mentor others to promote development of safety and health management systems.
  9. Create learning opportunities for MIOSHA, such as participation in hands-on training or exercises, in-plant tours, etc.
  10. Share best practices and technical information. This includes best practice seminars or other training that alliance participants may provide for MIOSHA staff.
  11. Participate in roundtable discussions with industry-specific groups to develop innovative solutions for workplace safety and health.
- C. Agreements shall not be written for more than a three-year period, and may be extended by mutual agreement of the parties.
- D. As part of the evaluation, an annual review and discussion will be done for each alliance. The evaluation will include the purpose of the alliance, events, safety and health training, achievements, and outreach and communication.
- E. Agreements shall include the ability for either party to cancel the agreement after providing written notification to the other partner(s).
- XVII. Implementing an Alliance. The CET Division will provide oversight for implementation.
- A. The division will assign a MIOSHA liaison to work with the alliance partner. Other MIOSHA divisions will be involved to work with specific alliance activities or initiatives, as appropriate.
- B. The alliance partner is responsible for working with the alliance coordinator and CET liaison, as a condition of their participation in the alliance program, to:
1. Commit reasonable time and resources to achieve outreach and communication goals and objectives and complete any other mutually agreed upon projects.
  2. Develop alliance products. Alliance products should add value to existing MIOSHA or other workplace safety and health materials, fill gaps where such materials do not exist, or address an emerging issue.
  3. Assign a point of contact to MIOSHA who will respond promptly to email inquiries/telephone calls from MIOSHA staff and participate in alliance meetings, as scheduled. The point of contact shall provide the CET liaison all alliance products for posting on MIOSHA's alliance web page. The point of contact shall provide the CET liaison all scheduled alliance related activities for possible dissemination by MIOSHA.

4. Disseminate information to their members and/or stakeholders, including employers and workers in their industry (e.g., through email blasts, websites, blog entries, newsletters, case studies, and social media) regarding MIOSHA rulemakings, enforcement initiatives, compliance assistance resources, and outreach campaigns and initiatives.
  5. Abide by all terms and conditions for the use of the MIOSHA alliance program logo. The MIOSHA alliance program logo is the property of MIOSHA and not available for general use. The MIOSHA alliance program logo reflects that a product was developed as part of the MIOSHA alliance program for informational purposes only. It does not necessarily reflect the official views of MIOSHA and should not be construed as an endorsement of the entity, its products or services. Use of the MIOSHA alliance program logo requires approval from the alliance coordinator and is reserved for MIOSHA and active alliance partners only. The logo may not be used for fundraising or lobbying efforts or to imply that MIOSHA endorses a particular entity or its actions, products or services.
- C. The CET liaison is responsible for working with the alliance partner to:
1. Aid in the development of the agreement, as needed.
  2. Meet with the implementation team at least quarterly (January-March, April-June, July-September, and October-December) to plan strategies and develop a plan of action to achieve goals and objectives of the alliance.
  3. Participate in the decision-making process to determine if the goals of the alliance were accomplished and if renewal of the alliance is appropriate.
  4. Submit MIOSHA Messenger articles on significant alliance activities.
  5. Complete and submit a quarterly diary sheet (see [Appendix C](#)) concerning alliance activities by the Friday following each of the following quarters (January-March, April-June, and July-September).
  6. Continue updating alliance partner's web page with current information provided from the diary sheet or annual report.
  7. Have discussions annually with alliance partner to evaluate the purpose of the alliance, events, products of the alliance, results achieved, and upcoming milestones. Complete and submit an annual report (see [Appendix D](#)) concerning alliance activities by the Friday following the first of the year.
- D. The alliance coordinator is responsible for facilitating the following tasks:
1. Follow and complete control/tracking document after discussion with potential alliance partner (see [Appendix G](#)).
  2. Routinely review information on the MIOSHA alliance web page to ensure that it is current and accurate.

3. Communicating with MIOSHA communications director when an agreement is accepted for signing arrangements.
  4. Maintaining a file on each alliance to include the original agreement and all renewals, notes of meetings, products, reports, and any other relevant materials.
  5. Informing and training liaisons of their duties and responsibilities. Hold annual meeting with liaisons to share success and outcome of alliances during the last quarter of the calendar year (October-December).
  6. Ensuring that the information from the alliance partner's annual report is placed on the MIOSHA alliance web page during the first month of the calendar year (January).
  7. Providing copies of signed agreements to OSHA Region V area director.
  8. Responding to requests for information about the alliance program.
  9. Reviewing each alliance agreement to ensure purpose of the alliance, events, safety and health training, achievements, and outreach and communication are being met after reviewing quarterly diary sheets and annual report.
  10. Keeping the CET Division Director apprised of significant alliance events and issues on a quarterly basis.
- E. As part of the annual evaluation, an annual report (see [Appendix D](#)) will be prepared for each alliance by the alliance liaison and coordinator. Information in the reports must include brief, general, descriptive information concerning the alliance, its goals and specific objectives; the dates signed/renewed; names of the Implementation Team members and other contributors; a list of the events, activities, products and other outcomes of the alliance in the reporting year; and measures of its reach and impact. Alliance annual reports should be finalized and posted to the MIOSHA website within 60-days of the alliance anniversary.

XVIII. Renewing an Alliance. An alliance agreement can be renewed by MIOSHA and the alliance partner(s) when the agreement is due to expire.

- A. A discussion should be held at least 60 days before the agreement's expiration date (see [Appendix E](#)). If a request to renew is made by the alliance partner, the MIOSHA liaison will discuss any needed changes to the agreement with the alliance partner. If the agreement will not be renewed, the alliance coordinator will send the alliance partner a letter of notification announcing the end of the alliance agreement (see [Appendix F](#)).
- B. Alliance coordinator will review and approve all changes made to the renewed agreement before signing.
- C. If there are no changes to the agreement the document will include renewal date and be resigned by MIOSHA and alliance partner.



- D. Alliance partners may choose to have a re-signing ceremony. The alliance coordinator will discuss with the partner to assess the partner's wishes. If a ceremony is desired, the alliance coordinator will send a request for the signing ceremony to the communications director.
- XIX. Terminating an Alliance. An alliance agreement can be terminated by MIOSHA or the alliance partner(s) at any time. If the agreement is terminated by MIOSHA, the alliance coordinator will send the alliance partner a letter announcing the termination of the alliance agreement (see [Appendix F](#)). Reasons for MIOSHA to terminate an alliance may include, but are not limited to:
- A. Failure of the alliance partner to fulfill responsibilities outlined in the action plan developed by the Implementation Team.
  - B. Evidence that the alliance partner does not have the resources to sustain alliance activities which may be documented by the alliance liaison in quarterly or annual reports.
  - C. A change in MIOSHA's or the alliance partner's strategic direction that results in the alliance no longer being aligned with agency priorities.

## APPENDIX A



### Template for Drafting a MIOASHA Alliance

#### AGREEMENT ESTABLISHING AN ALLIANCE

#### BETWEEN

**THE MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION**

#### AND

**<ORGANIZATION NAME(S)>**

*[The opening paragraph and overall goals may be modified to reflect the specifics of the alliance, but in general should fit this model.]*

The Michigan Occupational Safety and Health Administration (MIOASHA) and <Organization Name(s)> recognize the value of establishing a collaborative relationship to foster safer and more healthful Michigan workplaces. To that end, MIOASHA and <Organization Name(s)> hereby form an alliance to provide <Organization(s)> members and others with information, guidance, and access to training resources that will help them protect the health and safety of workers, particularly by reducing and preventing exposure to <specify> hazards <and/or> addressing <specify> issues, and understand the rights of workers and the responsibilities of employers under the Michigan Occupational Safety and Health Act (MIOASH Act). In developing this alliance, MIOASHA and <Organization Name(s)> recognize that MIOASHA's <Specify MIOASHA Division> is an integral part of this effort.

*[The goals and objectives listed below are broken out by standard goal (Raising Awareness: Outreach and Communication, and Training and Education). In addition, they may be customized to fit the circumstances. Delete any that do not apply.]*

#### Raising Awareness : Outreach and Communication

The participants intend to work together to achieve the following goal<s> related to raising awareness:

*[Following are model objectives for this goal. Delete any that do not apply and to the extent possible, make specific those that do, for example, by naming specific conferences to attend, standards or topics/hazards to be addressed or the audience(s) to be reached.]*

- To share information on OSHA's National Emphasis Programs, State Emphasis Programs, Outreach, and opportunities to participate in initiatives and the rulemaking process.
- To share information on occupational safety and health laws and standards, including the rights and responsibilities of workers and employers.
- To convene or participate in forums, roundtable discussions, or stakeholder meetings on <specify topic/hazard> to help forge innovative solutions in the workplace or to provide input on safety and health issues.
- To encourage worker participation in workplace safety and health by <specify efforts to be undertaken>.
- To develop information on the recognition and prevention of workplace hazards, and to develop ways of communicating such information (e.g., print and electronic media, electronic assistance tools, and MIOSHA's and the <Organization's> websites) to employers and workers in the industry.
- To speak, exhibit, or appear at MIOSHA's or <Organization(s)> conferences, local meetings, or other <specify> events.
- To share information among MIOSHA personnel and industry safety and health professionals regarding <specify Organization(s)> good practices or effective approaches through training programs, workshops, seminars, and lectures (or any other applicable forum) developed by the participants.
- To work with other alliance participants on specific issues and projects on <specify issue, industry, or audience> that are addressed and developed through the alliance program.
- To develop and disseminate case studies on <Insert topic/hazard> and publicize their results.

### Training and Education

The participants intend to work together to achieve the following training and education goal<s>:

*[Following are model objectives for this goal. Delete any that do not apply and add additional objectives consistent with anticipated activities. To the extent possible, make applicable objectives listed below more specific, for example, by naming the type of course to be developed or the course content.]*

- To develop effective training and education programs for <specify audience> regarding <specify hazard(s) or issue area(s)>, and to communicate such information to constituent employers and workers.
- To develop effective training and education programs for <specify audience> to promote understanding of workers' rights, including the use of the MIOSHA complaint process, and the responsibilities of employers and to communicate such information to workers and employers.
- To deliver or arrange for the delivery of <specify> courses.

MIOSHA's alliances provide parties an opportunity to participate in a voluntary cooperative relationship with MIOSHA for purposes such as raising awareness of MIOSHA's rulemaking and enforcement initiatives, training and education, and outreach and communication. These alliances have proved to be valuable tools for both MIOSHA and its alliance participants. By entering an alliance with a party, MIOSHA is not endorsing or promoting, nor does it intend to endorse or promote, any of that party's products or services.

An implementation team made up of representatives of each organization will meet to develop a plan of action, determine working procedures, and identify the roles and responsibilities of the participants. In addition, they will meet at least three times per year to track and share information on activities and results in achieving the goals of the alliance. MIOSHA team members will include representatives of the <list each MIOSHA division that is a signatory to the alliance agreement>.

The alliance agreement will remain in effect for <specify: three years/other period not to exceed three years> from the date of signing. <specify: Either/Any> signatory may terminate it for any reason at any time, provided they give 30 days written notice. This agreement may be modified at any time with the written concurrence of <specify: both/all> signatories.

Signed this <date> day of <month>, <year>.

---

<Name>  
<Title>  
Michigan Occupational Safety and  
Health Administration

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<Name>  
<Title>  
                    <Organization Name>

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<Name>  
<Title>  
Michigan Occupational Safety and  
Health Administration

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<Name>  
<Title>  
                    <Organization Name>

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<Name>  
<Title>  
Michigan Occupational Safety and  
Health Administration

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<Name>  
<Title>  
                    <Organization Name>

## APPENDIX B

(Date)

(Mr./Ms. Name)  
(Title)  
(Organization Name)  
(Address)  
(City), Michigan (Zip)

Re: Letter of Alliance Declination

Dear Employer:

On \_\_\_\_\_, the Consultation Education and Training (CET) Division received an Alliance Agreement request from \_\_\_\_\_.

We reviewed your agreement for consideration for a safety and health alliance with MIOSHA. We determined after the evaluation that the alliance request is declined due to: <Insert reason, for example, the lack of available agency resources, current program priorities, and similarity to existing alliances>.

We hope that you will utilize CET services as needed to provide training and education activities and/or activities that promote dialogue within Michigan on workplace safety and health. If we can be of further assistance, please contact our office at (517) 284-7720.

Sincerely,

XXX  
Alliance Coordinator

XX/xxx  
cc: Division Director  
Program Manager

APPENDIX C

DIARY SHEET

Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Contact	Description		
Completed By		Date	

## APPENDIX D



[DATE]

### I. ***Alliance Background***

#### **Date Signed (Initial or Most Recent Renewal)**

[Date]

#### **Overview**

[Brief summary of the purpose and scope of the Alliance.]

#### **Implementation Team Members**

[List members of the Implementation Team.]

#### **Contributors**

[If applicable, also list contributors or developers who are not part of the Implementation Team.]

#### **Evaluation Period**

[From the date of the signing, describe the length of time that this report covers.]

### II. ***Implementation Team Meetings***

[List dates, locations and types of Implementation Team meetings (conference calls or in-person meetings) that have been held during the review period.]



III. **Events and Products**

**Raising Awareness Raising Awareness: Outreach and Communication**

<b>Date</b>	<b>Event or Product Type</b>	<b>Description</b>	<b>Emphasis</b> (See <a href="#">MIOSHA Strategic Plan Goals for FY 2019-2023</a> )	<b>Number Reached</b> (Numeric Value)

IV. **Training and Education**

<b>Date</b>	<b>Event or Product Type</b>	<b>Description</b>	<b>Emphasis</b> (See <a href="#">MIOSHA Strategic Plan Goals for FY 2019-2023</a> )	<b>Number Reached</b> (Numeric Value)

V. **Upcoming Milestones**

[List major planned activities, products and issues that the alliance plans to work on during the next reporting period, including plans for renewal or conclusion.]

## APPENDIX E

(Date)

(Mr./Ms. Name)  
(Title)  
(Organization Name)  
(Address)  
(City), Michigan (Zip)

Re: Letter of Upcoming Alliance Expiration

Dear Employer:

Thank you for allowing the Michigan Occupational Safety and Health Administration (MIOSHA), Consultation Education and Training (CET) Division, to provide services to you through the alliance program.

Our records indicate that the three-year signed agreement will expire on \_\_\_\_\_. At such time, the alliance agreement we signed on \_\_\_\_\_ will no longer be in effect. Therefore, we're asking for a response as to whether you would like to renew the alliance agreement or plan to let it expire.

Regardless of your decision, we hope that you will utilize CET services as needed to provide training and education activities and/or activities that promote dialogue within Michigan on workplace safety and health. If we can be of further assistance, please contact our office at (517) 284-7720.

Sincerely,

XXX  
Alliance Coordinator

XX/xxx  
cc: Division Director  
Program Manager

## APPENDIX F

(Date)

(Mr./Ms. Name)

(Title)

(Organization Name)

(Address)

(City), Michigan (Zip)

Re: Letter of Alliance Expiration/Termination

Dear Employer:

Thank you for allowing the Michigan Occupational Safety and Health Administration (MIOSHA), Consultation Education and Training (CET) Division, to provide services to you through the alliance program.

Our records indicate that the three-year signed agreement has expired as of \_\_\_\_\_. As a result, the alliance agreement we signed on \_\_\_\_\_ is no longer in effect.

**or**

This alliance has been terminated due to the failure of the alliance partner to fulfill the responsibilities outlined in the action plan developed by the Implementation Team. The termination was based on the reviewed information in the alliance liaison's quarterly and annual report.

We hope that you will continue your effort to provide training and education activities and/or activities that promote dialogue within Michigan on workplace safety and health. If we can be of further assistance, please contact our office at (517) 284-7720.

Sincerely,

XXX  
Alliance Coordinator

XX/xxx  
Cc: Division Director  
Program Manager

## APPENDIX G

### CONTROL/TRACKING

Company Name: **TEXT**

Date	Initial	Step	Description
		1	Alliance Coordinator completes <i>Notification of Alliance</i> form and provides to MIOSHA Administration
		2	Alliance Coordinator reviews draft agreement to determine eligibility
		3	CET Division Secretary reviews eligible draft agreement and conducts history check
		4	If <b>eligible</b> , draft agreement provided to CET Division Director and CET Division S&H Program Manager for review
			If <b>not eligible</b> , Alliance Coordinator completes <i>Letter of Alliance Declination</i>
		5	Draft agreement provided to MIOSHA Division Directors and MIOSHA Director (via Executive Assistant) for review
		6	Alliance Coordinator reviews feedback and returns to Directors (if needed)
		7	Executive Assistant to MIOSHA Director returns approved draft agreement to CET Division Secretary
		8	Alliance Coordinator informs alliance partner of approved agreement
		9	Alliance Coordinator informs MIOSHA Communications of approved agreement/Provide alliance agreement and partner's information
		10	Alliance Coordinator documents agreement signing date: <b>DATE</b>
<b>Timelines</b>			
3 Weeks for notification of alliance (Step 1) to Coordinator tentative approval (Step 4). 3 Weeks for distributing draft agreement (Step 5) to Coordinator. Informs alliance partner (Step 8). 2 Weeks for MIOSHA Communications notification (Step 9) to signing (Step 10). 8 Weeks Total			